



**CITY OF FARMERS BRANCH
AGENDA
REGULAR MEETING
HISTORICAL PRESERVATION AND RESTORATION BOARD
TUESDAY, JANUARY 24, 2017
FARMERS BRANCH HISTORICAL PARK
2540 FARMERS BRANCH LANE, FARMERS BRANCH, TEXAS
6:00 P.M. DINNER
6:30 P.M. MEETING**

- I. CALL TO ORDER**
- II. APPROVAL OF MINUTES FOR OCTOBER 25, 2016 MEETING AND NOVEMBER 29, 2016 SPECIAL CALLED MEETING**
- III. CONSIDER EXCUSING THE ABSENCES OF KELLIE GALLOP, CONNIE HARDY AND BITSY LANEY FROM THE OCTOBER 25, 2016 BOARD MEETING AND KELLIE GALLOP AND KAY LYNN LYON FROM THE NOVEMBER 29, 2016 SPECIAL CALLED BOARD MEETING**
- IV. DISCUSS CALLED CITY COUNCIL MEETING AND TAKE APPROPRIATE ACTION**
- V. DISCUSS ADDITIONAL ADVERTISING OF THE HISTORICAL PARK AND TAKE APPROPRIATE ACTION**
- VI. DISCUSS THE HISTORICAL PARK'S RENTAL POLICY AND TAKE APPROPRIATE ACTION**
- VII. DISCUSS HISTORICAL PARK'S FIVE YEAR PLAN AND TAKE APPROPRIATE ACTION**
- VIII. DISCUSS WITNESS TO HISTORY AWARD AND TAKE APPROPRIATE ACTION**
- IX. DISCUSS UPCOMING EVENTS**
- X. REPORTS:**
 - A. COLLECTIONS**
 - B. FRIENDS OF THE HISTORICAL PARK**
 - C. MUSEUM EDUCATION/VOLUNTEERS**
 - D. MUSEUM/PLANNING**
 - E. MUSEUM STORE**
 - F. ORAL HISTORY**
 - G. PROGRAMS AND SPECIAL EVENTS**
 - H. REVENUE**
 - I. WEDDINGS**

XI. DISCUSS DIRECTOR'S REPORT AS IT RELATES TO ACTIVITIES AT THE SENIOR CENTER, RECREATION CENTER, HISTORICAL PARK, AND VARIOUS PARK FACILITIES

XII. ADJOURNMENT

AMERICANS WITH DISABILITIES ACT, TITLE II

The Farmers Branch Historical Park is wheelchair accessible. Specially marked parking spaces are located in the parking area off Farmers Branch Lane. The Dodson House is accessible on the north side of the house. Persons with disabilities planning to attend this meeting who are deaf, hearing impaired or may need auxiliary aids such as sign interpreters or large print, are required to contact the City Secretary at 972-919-2503 at least 72 hours prior to the meeting.

I certify that the above notice of this meeting was posted at least 72 hours prior to the scheduled meeting time, in accordance with the Open Meetings Act, on the bulletin board at City Hall.

Approved to Post: _____

City Secretary

Stamp: _____

Posted by: _____

Date Posted: _____



**MINUTES
HISTORICAL PRESERVATION AND RESTORATION BOARD
REGULAR MEETING
TUESDAY, OCTOBER 25, 2016**

PRESENT: Scott Ames
Gretchen Cash
Ann Christman
Clare Connally
Marjorie Cutler
Carol Dingman
Kay Lynn Lyon
Patsy Mayo – Emeritus
Beth Wood

STAFF: Derrick Birdsall
Historical Park Supt.

Danielle Brissette
Museum Educator

Jamie Rigsby
Curator

ABSENT: Kellie Gallop
Connie Hardy
Bitsy Laney

The meeting was called to order at 7:00 P.M. by Board Chair, Clare Connally.

APPROVED MINUTES: The minutes were revised to correct the spelling of Patsy Mayo's name. Scott Ames moved the minutes be approved. Ann Christman seconded. Motion carried unanimously.

CONSIDER EXCUSING THE ABSENCE OF GRETCHEN CASH, KELLIE GALLOP AND BETH WOOD FROM THE SEPTEMBER 27, 2016 MEETING: Following the lead of City Council, Board absences will need to be excused at the following meeting by the members of the Board present. Scott Ames moved to excuse the absences of Gretchen Cash, Kellie Gallop and Beth Wood. Kay Lynn Lyon seconded. Motion carried unanimously.

DISCUSS NOVEMBER AND DECEMBER BOARD ACTIVITIES: Carol Dingman suggested having an early December meeting to discuss her presentation to the Council based on the various committee conclusions. Derrick said the meeting could take place after the second tea took place on Dec. 10. The meeting could take place at Recreation Center since the Christmas drive through will be taking place at the Historical Park. Mid-year budget starts at the end of January. It was decided the Board would meet on Nov. 29, 2016 at 7:00 P.M. at the Recreation Center. Marjorie Cutler moved to not to have a Board meeting in December. Ann Christman seconded. Motion carried unanimously.

DISCUSS WITNESS TO HISTORY: The Board is looking for candidates but no eligible candidate has been nominated so far. Billie Roberts is 5 years away from being eligible.

UPCOMING EVENTS: The schedule of upcoming events was included in the Board's packet and discussed.

Carol Dingman reported that she will talk to the Council about North Texas History Museum/Conference Center and make a presentation that will be 15 – 20 minutes long. Clare suggested to be sure of what we want and make it clear to the Council. The Bond Committee report is November 1. They listed 7 million dollars for an Event Building in the Park.

Carol said we need to tell the Council this needs to be an immediate consideration. She created a Power Point presentation to be presented at the Council meeting on November 15. The Board agreed to discuss more details at Nov. 29 Board meeting.

The Hotel Tax Study said that we need to come up with more revenue for the Park.

Marjorie Cutler suggested that the objective with the Council on November 15 is to get them going sooner. Beth Wood asked if Carol could email a copy of the Power Point presentation to the Board.

Carol Dingman set up several tours for Councilmen. She suggested that the Board write the Council to show support.

Clare asked if someone would read an excerpt from Dr. Gilbert's Journal at the Council meeting on November 1; Gretchen Cash volunteered.

COMMITTEE REPORTS:

- A. COLLECTIONS:** The Curator's Report was included in the Board packet. Jamie Rigsby listed recent donations and passed around pictures. She said the Park has 5 good donations from Farmers Branch Pioneers. The Dennis family wants to give the Park first look at what we want of George Dennis' after he passed away. The Marsh and Good families also have great donations. Marjorie Cutler has been helping with cataloging of the collections but there is still a lot to do with 750 to 1,000 objects to process. Derrick said we are out of storage space and he's checking with risk management to get permission to procure safe storage offsite. It has to be climate controlled and no sprinkler heads. He has to determine that insurance will cover any storage facility we choose. Gretchen Cash moved to accept the recent donations. Scott Ames seconded. Motion carried unanimously.

Jamie said staff has added more humidity and temperature monitors. Staff is working on the Gilbert House but need a reputable architect to look at it to see what it needs. Transcription help with Gilbert's journals is still needed. The staff trained 30 transcribers but now only 3 or 4 are still willing to do it because it is such a difficult job. Only one journal is done half-way.

The Conservator is finished with the Gilbert Bible. He will start on one of the journals after the Bible is returned. Patsy Mayo asked where the funds are coming from for the Gilbert project. Derrick said they are coming from the Historical Park's budget.

- B. FRIENDS OF THE HISTORICAL PARK:** Clare Connally reported that chair rental for the Bloomin' Bluegrass Festival was a success. There are 350 chairs available now but we need more. Scott Ames and Gretchen Cash suggested we increase rental charge to \$5 since the event is free. The Board agreed to put that on a future agenda.
- C. MUSEUM EDUCATION/VOLUNTEERS:** The Educator's report was included in the Board packet. Danielle announced that 19 schools are booked for the 2016-2017 school year. Nine are C-FBISD and ten are not. She passed around student thank you notes. Danielle also listed attendance for Encounters (350).
- Clare and some of the Board talked about Paul Strom and how he will be missed.
- D. MUSEUM PLANNING:** Marjorie Cutler passed out notes for the Board to review from the committee meeting on September 15, 2016. It outlines goals, attendees and a list of what could be put in the museum, potential events and painted a picture of what the museum might look like.
- E. MUSEUM STORE:** The Museum Store report was included in the Board packet.
- F. ORAL HISTORY:** No Report.
- G. PROGRAMS AND SPECIAL EVENTS:** No Report.
- H. REVENUE:** Scott Ames gave a revenue report. He said the Park needs operating money to add staff. He gave suggestions for how to do it. We could re-price many things such as chairs, Christmas Teas, Date Night and Bluegrass. There are all kinds of opportunities to collect more revenues. This is consistent with what the Consultant advised and "we need to mention that to the Council."

Marjorie Cutler asked if our mission statement includes finding ways to generate revenue. She is going to research it further but she sees nowhere that we are to make decisions about staffing or generating revenues.

It was discussed that this Council seems to be concerned about generating revenues. The DMOZ Consultant said we will exceed in expenses more than the 50% of what the hotel tax generates.

Kay Lynn believes the operating budget is under our realm of responsibility.

Patsy Mayo asked about input by the Board as to how money is to be spent. Was the Board's input more in the past?

It was agreed by most of the Board that we are an Advisory Board to the Council and the Council wants us to figure out how to generate more revenue from the Park.

I. WEDDINGS: Kay Lynn Lyon read the meeting report and passed out copies of the notes and comments from the meeting. The committee suggested that the Board recommend changing the rental calendar year to start on January 1 rather than the first Monday in August. Carol Dingman said Addison has an online RFP for their rental facility that once completed will send a customized quote out for a wedding or other event.

DIRECTORS REPORT: The Director's Report was included in the Board's packet and discussed.

ADJOURNMENT: The meeting was adjourned at 8:43 P.M.

RESPECTFULLY SUBMITTED:

Gretchen Cash, Secretary

Clare Connally, Board Chair

**MINUTES
HISTORICAL PRESERVATION AND RESTORATION BOARD
SPECIAL CALLED MEETING
TUESDAY, NOVEMBER 29, 2016**

PRESENT: Scott Ames
Gretchen Cash
Ann Christman
Clare Connally
Marjorie Cutler
Carol Dingman
Connie Hardy
Bitsy Laney
Patsy Mayo – Emeritus
Beth Wood

STAFF: Derrick Birdsall
Historical Park Supt.

Kim Jolly Chapman
Historical Park Coordinator

Jamie Rigsby
Curator

ABSENT: Kellie Gallop
Kay Lynn Lyon

The meeting was called to order at 7:00 P.M. by Board Chair, Clare Connally.

DISCUSS GILBERT JOURNAL: Clare Connally suggested that each Board member read an excerpt from the journal at first and third Council meetings. Kim Jolly Chapman suggested including volunteers who wanted to read. Marjorie Cutler said it could even include some of the Girl Scouts. Connie Hardy volunteered to organize who would read on what dates. Clare will get a list of potential volunteers to Connie. Pat Thompson will be invited to read at the December Council meeting.

DISCUSS HISTORICAL PARK RENTAL POLICY: Kim Jolly Chapman said that the Historical Park's Rental Policy was revised in 2009. She passed around copies of the policy for Board members to read. Kim is asking for suggested edits and/or comments/questions by January 6, 2017. She will provide the edits at the Board meeting on January 24, 2017. Once revisions are made to the Rental Policy, it will be submitted to City Council for review and approval.

Clare Connally thinks having the complete Rental Policy online would be great. The bride could read it, see pricing, make a reservation, complete it and sign it all online.

Everyone agreed that our rental prices are way too low. The average price to rent a location runs about \$2,300 and we only charge \$650 to \$1,000.

It was discussed and agreed that we need to add to the Rental Policy that overlapping private events with City events should not be allowed. Individuals have gone around the Park in the past to get permission from the Council to have a private event at the same time as a City event. We agreed that was not a good idea.

Kim said in an ideal world the Park's reservation calendar would open on January 1 as opposed to August 1. Currently the opening date is set to August 1 due to the special events calendar being set in early summer. Kim will explore options for opening the calendar on January 1.

Marjorie Cutler asked if more than one bride could rent for a wedding in the same days but hours apart. Kim said it had been tried and it did not work.

Bitsy Laney asked if other City officials are charged to rent the Park for an event due to the fact that a past City official has used the Park a few times for events and not paid rent. Derrick said that the Park's policy is that everyone is supposed to pay but that exceptions have been made.

Marjorie asked if there was a guide in some form for us to see prices of comparable venues such as the Arboretum, Heritage Square, Dallas Heritage Village so we could follow that standard.

COLLECTIONS REPORT: The Curator's Report was included in the Board packet. Jamie Rigsby noted that David Dennis gave the Park first look for George Dennis' things. George and Howard Dennis were the first recipients of the *Witness to History Award*. Derrick Birdsall, Danielle Brissette and Jamie went to David's house to pick what they wanted for the Park. A rocking chair was selected that may have been used at the Gilbert House by George's father. Stories were shared about their early family history.

Adriane Young donated a brass jam pot. Jamie is being inundated with donations. Marjorie Cutler is helping Jamie to process the donations. They are working on humidity control. Still having mold and mildew issues in the Church. A contractor is getting information for them to resolve it. It was suggested that they stabilize the Gilbert House rather than jacking it up. They are contacting experts to get best opinions for resolution. Mortar that was replaced years ago was too hard and it's damaging some stone. They are getting expert opinions as to how to fix it. Jamie and Marjorie reattached an urn on a headstone and repaired another at the Farmers Branch Keenan Cemetery. Christmas decorating has begun.

Bitsy Laney mentioned that structures be open for the Christmas tours. Kim has advertised. Bitsy and Pat Thompson will be guiding tours of structures at 2:15 PM, between teas. This Saturday is the Christmas Tree Lighting from 4 – 8 PM.

Clare asked for a motion to accept the Dennis and Young donations. Marjorie moved to accept the Dennis and Young donations. Scott Ames seconded. Motion carried unanimously.

The donation list will be presented to City Council at the December 13 meeting.

DISCUSS COUNCIL PRESENTATION: It was noted that \$196,107.81 in revenue was generated by the Park. Volunteer time amounted to \$80,000. Everyone agreed that Council needs to be aware of these numbers.

Scott Ames and Carol Dingman think the Park should charging entrance for everything except the Star Parties. Sponsorships could be solicited for some events such as the Pickups N Panels of North Texas Classic Car-Truck Shootout and the Bloomin' Bluegrass Festival. Scott thinks Liberty Fest Presents: Stars & Strings is a losing proposition revenue wise. The Park could charge \$5 a couple for Date Night and charge \$2 per person for Bluegrass. The Christmas Teas need to be higher cost. Scott suggested charging \$100 per group (up to 35) for school tours. Connie reminded us that the schools just received bond money. It was agreed that parking fees would be a sticky issue since we don't own the land for parking. We all agreed that from now on the Museum Store's pre-packaged bags should be the only option for students to purchase while at the Park for a school tour.

There is a Report on the city website that shows revenues, attendance, etc. by event.

Scott talked about possibly introducing an Antique Tractor and Engine Show to draw potential visitors and fill hotel rooms.

Scott and Carol thought we might charge \$5 per car for the Christmas light tour and increase chair rental price to \$5 per chair.

The Friends group is working the Light Tour on Dec. 18.

Bitsy Laney asked if the city is willing to charge for tours including the Owl Prowl, Victorian Fencing and Fishin' Fun. Some say we would get complaints but some agree we could increase existing charges or add charges to currently free events.

Carol and Scott had the idea that the Park could be considered a separate department. The Park has different missions and it would help budgeting process. The building under consideration would provide 25,000 square feet for museum, 25,000 for events and 25,000 shared storage space. Jamie Rigsby said there is a problem sharing space with City employees because of food and liquids and potential fire hazards being left in areas that are strictly forbidden.

Carol went to the Council meeting to see how Council members were feeling about purchasing the Buchanan Printing building. Someone told her it would take 7.2 million dollars to renovate it. Gallagher walked the building and gave someone that number. She said that we currently have \$3 million in revenue funds through hotel tax.

Council is planning to fund a new fire station.

It was discussed that the Museum Education Center be put on the ballot and let the citizens vote for or against it.

John Land said to add it to the next 10 year vision and include propositions for each piece. The people are willing to do it if they like the vision.

The City is considering a dog park and a parking garage but not really considering our building. It's our job to talk to Council and confirm how important the building is to us and to the citizens. Not a dog park or parking garage.

The Dart Area Bond was discussed and how it would be spent on Pike Street, to move electrical towers, a possible parking garage and dog park. These could equal enough dollars to fund a Museum Education Center building.

John Norwood likes the idea of a building but not for weddings. Marjorie Cutler asked Mike Bomgardner what he thinks about the printing building. He told her, "too big and too much money and no justification for that much square footage." The Historical Park Board needs to be clear to Council about how all the footage would be used and whether we could sub-lease out the parts of the building we don't use immediately.

Additional parking would need to be added but it expands the Park and Council needs to put a dollar value on the extra land when considering the building and the added prime land.

It was noted that the City is here to serve the citizens – not penny pinch.

We need to remind the Council that we've been waiting 30 years and an expensive consultant study was done and he said we need the building. Has the Council wasted all that time and money and the consultant's time studying all this and then not take his advice?

Carol said this was all solvable but there is currently not good communication between departments. The City and Council do not always include us in decisions that we should be included in.

ADJOURNMENT: The meeting was adjourned at 9:00 P.M.

RESPECTFULLY SUBMITTED:

Gretchen Cash, Secretary

Clare Connally, Board Chair



MEMORANDUM

PARKS & RECREATION

TO: Clare Connally, Board Chair
Members of Historical Preservation &
Restoration Board

FROM: Derrick Birdsall, Historical Park Supt.

DATE: January 20, 2017

SUBJECT: Board Attendance

Consider excusing the absences of Board member Kellie Gallop, Connie Hardy and Bitsy Laney from the October 25, 2016 Board meeting and Kellie Gallop and Kay Lynn Lyon from the November 29, 2016 Special Called Board meeting and take appropriate action.

Adhering to the new Attendance Policy under the Ethics Policy City Council has adopted, the Historical Preservation and Restoration Board shall decide by vote at this meeting whether Kellie's, Connie's, Bity's and/or Kay Lynn's absence was for good cause or not.

As a matter of practice, the Board has excused the absence of a Board member when a member has a pre-notified excusable absence. By excusing the absence, the Board member is not penalized with using one of three unexcused absences allowed in the Charter.

Actions:

- 1) Motion to approve the excused absences of Board members Kellie Gallop, Connie Hardy and/or Bitsy Laney from the October 25 Board meeting and Kellie Gallop and/or Kay Lynn Lyon from the November 29 Special Called Board meeting.
- 2) Motion to deny approval of the excused absences of Board members Kellie Gallop, Connie Hardy, Bitsy Laney and/or Kay Lynn Lyon.
- 3) Motion to modify to meet the needs of the Board.
- 4) Motion to table the issue for further study or take no action.



**FARMERS
BRANCH**

MEMORANDUM

PARKS & RECREATION

TO: Clare Connally, Board Chair
Members of Historical Preservation &
Restoration Board

FROM: Derrick Birdsall, Historical Park Supt.

DATE: January 20, 2017

SUBJECT: Called City Council Meeting

City Council is having a special called meeting on January 31, 2017 at 6:00 PM to discuss the proposed Bond election.



**FARMERS
BRANCH**

MEMORANDUM

PARKS & RECREATION

TO: Clare Connally, Board Chair
Members of Historical Preservation &
Restoration Board

FROM: Derrick Birdsall, Historical Park Supt.

DATE: January 20, 23017

SUBJECT: Historical Park Advertising

Beth Wood requested that the Board discuss additional advertising of the Historical Park.



**FARMERS
BRANCH**

MEMORANDUM

PARKS & RECREATION

TO: Clare Connally, Board Chair
Members of Historical Preservation &
Restoration Board

FROM: Derrick Birdsall, Historical Park Supt.

DATE: January 20, 2017

SUBJECT: Rental Policy

The Historical Park's Rental Policy is in need of revision and updating. At the November 29, 2016 Board meeting staff requested input on the Rental Policy and requested recommended changes from the Board. Staff will be on hand to discuss the recommended changes and answer questions.



FARMERS BRANCH
Historical Park

FIVE YEAR PLAN
2017 - 2021

MISSION:

THE MISSION OF THE HISTORICAL PARK IS TO COLLECT, PRESERVE AND INTERPRET THE HISTORY OF THE UNITED STATES AND TEXAS WITH AN EMPHASIS ON PETERS COLONY AND FARMERS BRANCH.

PRIMARY CUSTOMERS:

DONORS/INVESTORS
FARMERS BRANCH RESIDENTS
TOURISTS

MEASURES OF SUCCESS:

INCREASED AWARENESS
INCREASED FUNDING – DIVERSE SOURCES
INCREASED VISITATION
POSITIVE VISITOR FEEDBACK

2021 VISION:

- BUILT, FURNISHED AND STAFFED A MUSEUM/EDUCATION CENTER.
- COMPLETED GILBERT PROJECT.
- ESTABLISHED AND EXECUTED MAINTENANCE PLAN.
- STAFFING INCREASES FOR GROWING OPERATION.
- FRIENDS GROUP MEMBERSHIP NUMBERS INCREASED.
- UPDATED RENTAL POLICY.

2017 GOALS

- CREATE MATRIX DASHBOARD
- DEVELOP A FOUR PHASE PLAN FOR THE GILBERT PROJECT, WHICH MAY INCLUDE THE FOLLOWING AND PRIORITIZE PROJECTS FOR PHASE ONE:
 - DR.'S GARDEN
 - GILBERT BRAND
 - INTERPRETATION PLAN
 - MARKETING CAMPAIGN
 - MUSEUM STORE INVENTORY
 - GILBERT FAMILY BIBLE
 - RESTORATION
 - GILBERT JOURNALS
 - RESTORATION
 - TRANSCRIPTION
 - OUTDOOR KITCHEN
 - CONSTRUCTION
 - FURNISHING PLAN
 - INTERPRETATION PLAN
- UPDATE RENTAL POLICY (UPON COUNCIL ADOPTION)
- DEVELOP MAINTENANCE PLAN
- INCREASE PART-TIME STAFF
 - PARK ATTENDANT (1)

2018 GOALS

- DEVELOP A TWO PHASE PLAN TO ACTIVELY GROW THE FRIENDS OF THE FARMERS BRANCH HISTORICAL PARK
- INSTITUTE PHASE TWO OF GILBERT PROJECT
- INCREASE PART-TIME STAFF
 - INTERPRETIVE STAFF (4)

2019 GOALS

- INSTITUTE PHASE THREE OF GILBERT PROJECT
- INSTITUTE PHASE TWO OF FRIENDS PLAN
- DEVELOP AND INSTITUTE A MUSEUM FUND RAISING CAMPAIGN
- MUSEUM BUILDING PLAN

2020 GOALS

- INSTITUTE PHASE FOUR OF GILBERT PROJECT
- MUSEUM/EDUCATION CENTER CONSTRUCTION
- RE-BRANDING AND MARKETING CAMPAIGN TO INCLUDE MUSEUM/EDUCATION CENTER
- UPDATE RENTAL POLICY TO INCLUDE MUSEUM/EDUCATION CENTER (EFFECTIVE FOR OPENING IN 2021)
- INCREASE STAFF
 - ADMINISTRATIVE ASSISTANT (1)
 - RENTAL COORDINATOR (1)
 - EXHIBITS (1)
 - MUSEUM/EDUCATION CENTER MAINTENANCE/PORTER(1)

2021 GOALS

- EVALUATE MUSEUM POLICIES AND PROPOSE CHANGES
- EVALUATE EXISTING AND DEVELOP NEW FIVE YEAR PLAN



**FARMERS
BRANCH**

MEMORANDUM

PARKS & RECREATION

TO: Clare Connally, Board Chair
Members of Historical Preservation &
Restoration Board

FROM: Derrick Birdsall, Historical Park Supt.

DATE: January 20, 2017

SUBJECT: *Witness to History Award*

The Historical Park received a *Witness to History Award* application, included in the Board packet, from the James A. Smith Masonic Lodge # 395. The application will be discussed at the Board meeting. Staff will be on hand to answer questions.



FARMERS BRANCH
Historical Park

Witness to History Award Application Form

Applications will be considered by the Historical Preservation and Restoration Board in October of each year for award recognition but may be submitted at any time. Applications must meet the following qualifications to be considered:

- Documented outstanding service/contribution to Farmers Branch
- 75 years as a resident of Farmers Branch for citizens
- 50 years as a resident of Farmers Branch for businesses and organizations

Name: Alan Gravley Business/Organization Name: James A. Smith Masonic

Address: 12823 Demetra Lodge #395

Telephone Number: 214-232-6044

Email: alan.gravley@gmail.com

Number of years in Farmers Branch: 116 years

Outstanding service/contribution to Farmers Branch (both written documentation and/or photos are encouraged): see attached form

I hereby declare the information in this application form is true to the best of my knowledge. Additionally, if I receive the Witness to History Award, I grant permission for the City of Farmers Branch to publish and release my name and photograph (taken at awards ceremony) to the media, on the City's website and/or in any promotional materials.

Applicant's Signature: [Signature] Date: 10/24/16

Please note: applicants will be notified in January if qualified for award.

Mail or email completed applications (including supporting documentation) to:

Farmers Branch Historical Park

PO Box 819010

Farmers Branch, TX 75381

972.406.0184

historicalpark@farmersbranchtx.gov

www.fbhistoricalpark.com



James A. Smith Masonic Lodge No. 395, A. F. & A. M.
12823 Demetra Drive, Farmers Branch, Texas 75234



JAMES A. SMITH MASONIC LODGE: WHO WE ARE AND WHAT WE DO

Freemasonry is perhaps the oldest fraternity in the world, embracing men of all monotheistic faiths who strive to become better men through instruction, fellowship, and charitable community service. Masonry as we know it today arose in Scotland and England, where in 1717 the Grand Lodge of England was formally established. Since that time, Grand Lodges have been established around the world with jurisdiction over local Lodges in their respective countries.

Masonry in the United States began with the Founding Fathers and many ordinary citizens. Famous American Masons include George Washington, Ben Franklin, Theodore and Franklin Roosevelt, Charles Lindbergh, Will Rogers, Harry Truman, Douglas MacArthur, Audie Murphy, Gerald Ford, Danny Thomas, John Wayne, Leonardo Di Caprio, Brad Paisley, Cy Young, Shaquille O'Neal, John Elway, John Glenn, and Buzz Aldrin.

Freemasonry in Texas began with six Masons who met under an oak tree near Brazoria in 1835 and petitioned the Grand Lodge of Louisiana for a dispensation to form and open a Lodge. A dispensation was granted and a charter was issued for the first Lodge in Texas, Holland Lodge No. 1. This charter was brought on horseback to Anson Jones just before the battle of San Jacinto. Since then, Masonry has become an integral part of Texas history, with strong support for statewide free public education and world-renowned charitable treatment for children through Shriner's Hospitals and Texas Scottish Rite Hospital for Children. Today there are over 90,000 Masons in Texas and more than 900 Lodges. Famous Texas Masons include Sam Houston, Anson Jones, Stephen F. Austin, Lorenzo de Zavala, William B. Travis, Mirabeau B. Lamar, and Jose Navarro.

James A. Smith Masonic Lodge No. 395 was chartered in 1874 and was named in honor of the Reverend James A. Smith, who came to Texas in 1846 and settled in the Peters Colony area of Dallas County just north of the present location of S.M.U. Rev. Smith was the first minister to establish a Methodist Church in Dallas County, and he became very involved in many Dallas area civic activities including being appointed the president of the first annual Dallas County Fair, now the State Fair of Texas. Rev. Smith became a Master Mason in Tannehill Lodge No. 52 in 1851. Rev. Smith died in 1863. His son William Smith was the first Worshipful Master of James A. Smith Lodge, which was first located in Mound

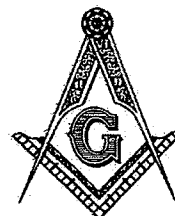
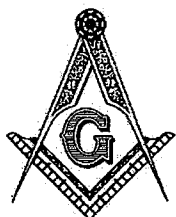
Prairie, Texas (the area around Midway Road and Northwest Highway today). The Lodge moved around 1898 to the Odd Fellows building in Farmers Branch at the corner of Old Denton Road and Valley View Lane. In 1957, the Lodge moved to its present location at 12823 Demetra Drive in Farmers Branch. James A. Smith Lodge has been very active in the community for many years, and a number of community leaders have been Lodge members including Milburn Gravley, Jack Blanton, W. H. Blanton, R. J. McInnish, Eugene Biggerstaff, Abe Godfrey, Jesse Woody, H. D. Myers, and Dave Blair.

One of James A. Smith Lodge's key Masonic goals is to help make good men better men through our Degree work, our meetings and fellowship, and our community service. Our current areas of community service include the following.

1. Fantastic Teeth: we distribute oral hygiene kits to first graders at 2 elementary schools together with Carrollton Masonic Lodge of Carrollton.
2. Community Builder Award: each year we give this Grand Lodge Award to a special citizen who does outstanding work for others and is not a Mason.
3. Lamar Awards: every year we give these Grand Lodge Awards to outstanding public school teachers and scholarships to deserving graduating seniors.
4. Feed My Starving Children: we send a team of volunteers to this Dallas area community event to pack mobile meals to distribute to starving children in Haiti, Africa, and Mexico.
5. Texas Scottish Rite Hospital for Children: we participate in fund raisers for the Scottish Rite Hospital to benefit children with orthopedic conditions and learning disabilities.
6. Masonic Widows: each year we distribute Christmas baskets of food and other items to the widows of our Masonic brothers.
7. Masonic Family Services: we make financial contributions to this state-wide Masonic organization that provides funds for children's health including physical exams, autism evaluations, and dental care.
8. Rainbow Girls: we support this organization of young women through fund raising, and we provide them with meeting space in our Lodge building.

Would you like to have more information about James A. Smith Masonic Lodge and Masonry? Please contact our secretary Corey White through the following:

Mailing address: 12823 Demetra Drive, Farmers Branch, Texas 75234
Telephone: 972-247-5601; Website: jas395.com
Facebook: www.facebook.com/jamesasmithlodge;
email: jamesasmith@gmail.com





**FARMERS
BRANCH**

MEMORANDUM

PARKS & RECREATION

TO: Clare Connally, Board Chair
Members of Historical Preservation &
Restoration Board

FROM: Derrick Birdsall, Historical Park Supt.

DATE: January 20, 2017

SUBJECT: Upcoming Events

Please see the Education Report, included in the Board packet, for upcoming demos, weekend activities and Vintage Base Ball.

- 1/24 (Tuesday) Board meeting (7:00 pm)
- 1/31 (Tuesday) Special Called City Council meeting
- 2/13-24 (Monday – Friday) School House off-line for interior repair and painting.
- 2/28 (Tuesday) Board meeting (7:00 pm)
- 3/7 (Tuesday) Star Party (dusk); alternate weather date 3/9 (Thursday)
- 3/28 (Tuesday) Board meeting (7:00 pm)
- 4/1 (Saturday) Vintage Base Ball Festival
- 4/4 (Tuesday) Star Party (dusk); alternate weather date 4/6 (Thursday)
- 4/14 (Friday) Good Friday full-time holiday (Park open 8:00 am – 5:00 pm)
- 4/16 (Sunday) Easter (Park Closed)
- 4/22 (Saturday) Date Night
- 4/25 (Tuesday) Board meeting with dinner (6:30 pm)
- 5/2 (Tuesday) Star Party (dusk); alternate weather date 5/4 (Thursday)

- 5/23 (Tuesday) Board meeting (7:00 pm)
- 5/27 (Saturday) Liberty Fest Presents: Stars & Strings
- 5/29 (Monday) Memorial Day full-time holiday (Park open 8:00 am – 5:00 pm)



FARMERS BRANCH

MEMORANDUM

PARKS & RECREATION

TO: Clare Connally, Board Chair
Members of Historical Preservation &
Restoration Board

FROM: Derrick Birdsall, Historical Park Supt.

DATE: January 20, 2017

SUBJECT: Collections Report

Donations:

Roger McKemie donated two mason jars, three zinc lids and a soldering copper.

Kim Downs donated a 19th c. copper coal hod.

Jamie Rigsby donated a new quilt to be used in the Expendable Collection for the Caboose.

Acquisitions:

A blue patchwork quilt was purchased for use in the Expendable Collection for the Caboose.

Did you know?: Most people think of a soldering iron as a tool that is used to electrically heat and bond metals, much like we think of how an iron heats up and is used to smooth fabric. That tool was invented by Ernst Sachs in 1921. But in the past, the tool was called a 'soldering copper' because of the copper tip on the end of the tool. The tool was placed in an oven, allowed to get red hot and then touched to metals to bond them. It could even be used to convey molten solder to the areas to be joined. Though iron and copper are both metals, and a soldering iron and soldering copper accomplish the same task, one name is a description of the material and the other is a description of the usage.

Projects

1. Donations

Donations continue to come in as staff and volunteers work to process the last several donations. The Peloquin/Marsh donation has been submitted to Tom Bryson, Director of Communications, for feature in an upcoming issue of the Branch Review.

2. Humidity Control

Humidity levels in the General Store are within acceptable levels and the dehumidifiers have been removed. The humidity in the church is lower and nearing acceptable ranges though it is still fluctuating too much for the safety of the building and the objects. It is unclear if the changes are from the effort of the dehumidifiers or the change in weather. For now, the dehumidifiers are running in the Church, but a more consistent and permanent solution should be found for the ongoing moisture issues.

3. Depot Color Scheme

The Depot is in need of exterior repair and paint. MKT (Missouri Kansas Texas Railroad) colors were adopted when the building was moved to the Park in the 1980s. Over the years the colors have become faded and inaccurate. Staff contacted several organizations including Dallas Heritage Village, the Katy Heritage Museum and the Red River Railroad Museum in the hopes of getting standardized color schemes. None of the museums had definitive information and stated that they used a "best guess" based on photographs and oral histories. Bob LaPrelle of the Museum of the American Railroad in Frisco, Texas was able to locate an MKT standards book that was not available to the public. The book gave specific corporate instructions for the colors and standards in which the colors should be used. Samples from the walls of the Depot were taken, though identification without scientific methods was not possible. Colors were chosen based on color swatches from the standards book. Staff will have color samples on hand.

4. Exhibits

Christmas decorations have been removed in all of the buildings, but the General Store has been rearranged with some new displays that include more items from the collection including a typewriter, an oscillating fan, and crockery. Attempts are being made to round out exhibits and make them more realistic by adding homier touches like quilts, curtains, mementos, photographs, and even matches near stoves. (Staff made the non-flammable "matches" by hand.)

5. Speaking Engagements

Staff will be presenting "How to Care for Your Own Art and Antiques" to the Peters Colony Historical Society on February 13 at the Josey Ranch Library in Carrollton. Any and all are welcome to attend.

6. Volunteers

The total amount of volunteer hours for the Collections this year totaled 396.50 hours. Projects worked on include transcription of the Gilbert Journals, processing donations for the Permanent Collection and making curtains for the Caboose.



FARMERS BRANCH

MEMORANDUM

PARKS & RECREATION

TO: Clare Connally, Board Chair
Members of Historical Preservation &
Restoration Board

FROM: Derrick Birdsall, Historical Park Supt.

DATE: January 20, 2017

SUBJECT: Education Report

Volunteers

- 2016 was a banner year for Historical Park volunteering with:
 - o 4408.5+ total hours volunteered (number may increase as transcription time is reported)
 - o 175 total volunteers including groups from Advancial, the Newman Smith Theater Department and the Victorian Fencing Society
 - o 139 registered volunteers donated time in 2016
 - o The average volunteer donated 25+ hours of time each
 - o At \$23.07 per hour (the amount recommended by the Independent Sector), that's over \$101,000 in in-kind donations to the Historical Park.
 - o Group totals are as follows:

Board	317
Vintage Base Ball	971.5
Office Help	332.5
School Tours	618.5
City Special Events	254.25
Historical Park Special Events Total	1198.25
- Encounters From the Past	- 595
- Murder & Mayhem Tours	- 346
- Star Parties	- 45
- Weekend Demonstration	- 115
- Misc.	- 97.25
Collections & Transcriptions	396.5

School Tours

- The 2016-2017 school tour season has 24 schools booked so far (9 from C-FBISD and Farmers Branch City schools and 15 from non-C-FBISD districts and outside of Farmers Branch) with 1,826 total guests.

Outreach

- Danielle will be attending the Texas Living History Association's Annual Conference in Goliad, TX, in her role as President of the organization and will be presenting a session on methods of historical research.
- Audubon Texas has withdrawn their participation in the Audubon Tours scheduled at the Park, due to budget and time constraints, but new volunteers are stepping up to lead the already scheduled Bird Walks.
- Danielle will be presenting a program on 19th Century Medical Practices on February 2 with Antique Divas.
- Danielle will be presenting a Victorian Fashion Show for the PEO Woman's Club on February 8.

Events

- Upcoming Events
 - *Come Fly a Kite!*
 - o Sunday, March 26, 2017, 12:30-5:30
 - o Sunday, April 23, 12:30-5:30
 - o Sunday, June 25, 12:30-5:30
 - o Sunday, July 23, 12:30-5:30
 - *Star Party*
 - o Tuesday, March 7, 2017, Sunset - 9 PM
 - o Tuesday, April 4, 2017, Sunset - 9 PM
 - o Tuesday, May 2, 2017, Sunset - 9 PM
 - *Bird Walk*
 - o Saturday, February 18, 2017, 8-10 AM- Bird Counting 101
 - o Saturday, May 6, 2017, 8-10 AM- Migratory Bird Walk
 - o Saturday, June 17, 2017, 8-10 AM- Summer Bird Walk
 - *Service Station Open for Business*
 - o Saturday, March 18, 1-4
 - o Sunday, April 9, 1-4
 - o Saturday, May 13, 1-4
 - *Vintage Base Ball*
 - o Saturday, March 11, 2017- Versus the Waxahachie B.B.C., Waxahachie, TX- 10:00 AM at the Waxahachie YMCA, 100 YMCA Dr, Waxahachie, TX 75165
 - o Spring Training, Saturday, March 25, 2017- Members of the Farmers Branch Mustangs will work off the winter by practicing fielding, batting, and more. Anyone interested in joining the Mustangs or with an interest in Vintage Base Ball is invited to join us.
 - o Open Practice- Tuesday, March 28- 5:30-7:30 PM
 - o Saturday, April 1, 2017- Farmers Branch Vintage Base Ball Festival- Times TBA
 - o Saturday, April 15, 2017- Versus the Carrollton Elites at the A.W. Perry Homestead, First Pitch at Noon
 - o Saturday, April 29, 2017- Versus the Westerns B.B.C. of Topeka, Owasso, OK- Times TBA

- Saturday, May 20, 2017- All Play Ball- Members of the public and of other Vintage Base Ball teams are invited to come and join us in a game of Town Ball, the predecessor of 1860s base ball with even fewer rules. Rules and equipment will be provided, although it's recommended that those planning to play wear athletic attire and sneakers or baseball cleats. If you'd like to come and watch the fun, bring a lawn chair or quilt. Check out the rules for townball at FBVintageBaseBall.com.
- Log House- Spinning and Weaving
 - Saturday, March 25, 1-4
 - Saturday, April 29, 1-4
- Peters Colony Land Grant Office
 - Saturday, March 25, 1-4
 - Saturday, April 29, 1-4
- Train Depot
 - Sunday, April 9, 1-4
 - Sunday, May 21, 1-4
- Caboose
 - Sunday, April 9, 1-4
- General Store
 - Sunday, March 12, 1-4
 - Sunday, April 9, 1-4
- School
 - Sunday, April 30, 1-4
 - Tentative--- Saturday, May 13th, 1-4
 - Sunday, May 21, 1-4
- Queen Anne Victorian Cottage
 - Sunday, April 30, 1-4
 - Sunday, March 12, 1-4
- Gilbert House
 - Saturday, March 25, 1-4
 - Sunday, April 30, 1-4
 - Saturday, May 20, 1-4
- Victorian Fencing Demonstration (Lawn of QAVC or in Church)
 - Sunday, April 23, 1-4
 - Sunday, May 21, 1-4
 - Sunday, June 18, 1-4
 - Saturday, November 11- Grand Assault of Arms



FARMERS BRANCH

MEMORANDUM

PARKS & RECREATION

TO: Clare Connally, Board Chair
Members of Historical Preservation &
Restoration Board

FROM: Derrick Birdsall, Historical Park Supt.

DATE: January 20, 2017

SUBJECT: Museum Store Report

Quarterly Deposits

- Fourth Quarter 2016 \$184.24

Possible Pre-Packaged Bags

- Lewisville Christian Academy (K) March 1
- Rainwater Elementary (2nd Grade) March 2
- Aikin Elementary March 30
- Grace Academy (Pre-K) April 20

Visit to the Store

- Prince of Peace March 10
- Texas Virtual Academy April 7

POS SOFTWARE

- Staff completed CLASS to Active Net software conversion.

**PARKS AND RECREATION REPORT
DECEMBER**

Council Items

Easement Agreement with Brookhaven College,
implement trail connection, 12/13

Special Events/Tournaments

Christmas Tour of Lights, 18,381 vehicles
\$60,584 donations, 11/25-12/30

Upcoming:

Winter Invitational Soccer Tournament, 1/5, 1/6 &
1/7

Tournament of Champions, 2/16, 2/17 & 2/18

Senior Center

Monthly breakfast, 95 in attendance, 12/5

Cookin' Club, 24 participants, 12/14

80 Uppers Club, 28 participants, 12/10

Ugly Sweater Christmas Party,
40 participants, 12/16

Trips in December:

1:30 Theatre, 28 participants, 12/9

Cruisin' Cuisine, 24 participants, 12/15

Texas Tenors, 28 participants, 12/17

Upcoming:

Monthly breakfast, 1/9

Valentine Tea Ticket Sale Starts for Residents, 1/9

80 Uppers Club, 1/14

Spud and Show, Florence Foster Jenkins, 1/24

Monthly Game Night, 1/24

Trips in January:

Kimbell Museum of Art, 1/10

Theatre 3, 1/18

Cruisin' Cuisine, 1/19

Fort Worth Stock Show and Rodeo, 1/27

Community Recreation Center

Flex Fitness classes, 314 participants, 12/1-31

SilverSneakers Fitness, 144 members, 12/1-31

Christmas Open House, 500 attendees, 12/2

Pancakes and Pajamas, 233 attendees, 12/10

Santa Makes House Calls, 50 families, 12/14-24

Holiday Craze Program, 62 participants, 12/19-23,
12/26-30

Upcoming:

Holiday Craze Program, 1/2, 1/3 & 1/16

Daddy Daughter Dance, 2/4

Aquatics Center

12 Days of Christmas, 12/1-16

Lifeguard Course, 12/15, 12/16 & 12/17

Ugly Sweater Facebook Contest, 12/16-26

SilverSneakers Aquatics, 33 members, 12/1-31

Upcoming:

Polar Plunge, 2/4

Dive in Movie, 2/18

Parks:

Eagle Scout Project at Squire Park - Landscape
Enhancement, 90 volunteer hours, 12/10

Eagle Scout Project at Rawhide Park - Landscape
Enhancement, 90 volunteer hours, 12/17

PARKS AND RECREATION REPORT DECEMBER

Automated security locks installed on restroom facilities, Gussie Field Watterworth Park and Farmers Branch Park, 12/15

Cox Park, upgraded irrigation system, 12/30

Cox lighting Phase II complete, 12/22

Upcoming:

Community Garden, plot renewal process begins, 1/3

Gardening Classes, 1/10, 1/17, 1/24 & 1/31

Historical Park

Christmas Teas, 226 attendees, 12/3 & 12/10

Christmas Tours, 13 attendees, 12/3 & 12/10

Group Tour, 31 attendees, 12/13 & 12/15

Wedding, 80 attendees, 12/14 & 12/31

December Walk-ins, 7

Upcoming:

Dallas Bridal Show, 1/28 & 1/29

Participation Numbers

Special Events: 55,143

CRC: 445 program registrations
5,839 membership scans
by 923 members
187 Guest (Day) Passes

Aquatics: 80 program registrations
1,030 Natatorium
membership scans
by 177 members
69 Natatorium Day Passes

Sr Ctr: 5,000

*Sr Ctr Vol. Hrs: 227.5 volunteer hours
(one month behind)

HP Attendance: 7 (walk-ins)
HP Program attendees: 350
HP Vol Hrs: 267.25 (November)

Rose Garden Vol.Hrs: 0 hrs.
Program attendees: 0
JB Nature Pres. Vol. Hrs: 0 hrs.
Community Garden Vol. Hrs: 0 hrs.